



Letter No.:SMC/Principal Office/Order/743 /2025

Date:18/12/2025

## SMC Academic Committee

An "SMC Academic Committee" has been reconstituted at Saraswati Medical College, Unnao with the following objectives & functions-

The committee shall meet at least four times in a year to draw up the details of curriculum and training program, enforcement of discipline and other academics matter. The committee shall also draft academic calendar, time table of teaching schedules and the draft schedules to internal & Pre- University Examinations. The committee shall organize interdepartmental meetings like grand rounds, statistical meeting and clinical pathological meetings including periodical research review in the institution regularly and schedule for CMEs, workshops etc for faculty development.

The following shall be members of the SMC Academic Committee -

- |  |   |                  |
|--|---|------------------|
| 1. Principal                                     | : | Chairperson      |
| 2. Dean (Academics)                              | : | Co-chairperson   |
| 3. Vice Dean (Academics)                         | : | Member           |
| 4. Dean R & D                                    | : | Member           |
| 5. Dean Student Welfare                          | : | Member           |
| 6. Controller of Examination                     | : | Member           |
| 7. All HODs                                      | : | Member           |
| 8. Librarian                                     | : | Member           |
| 9. Blood Bank Incharge                           | : | Member           |
| 10. Coordinator Medical Education & CC Committee | : | Member Secretary |

Prof. R.N. Srivastava  
Principal

**Copy to:**

1. Medical Superintendent
2. Concerned Members